MARICOPA COUNTY JOB DESCRIPTION

NETWORK ADMINISTRATOR

MARKET RANGE TITLE: SYSTEMS/NETWORK ADMINISTRATOR

DEPARTMENT: EDUCATION SERVICE AGENCY

DIVISION/SECTION/UNIT: ECONOMIC MANAGEMENT/TECHNOLOGY (3720)

FLSA STATUS: EXEMPT

CLASSIFIED/UNCLASSIFIED: CONTRACT/UNCLASSIFIED

POSITION NUMBER: TBD

PURPOSE STATEMENT

Responsible for Desktop PC's and network security including the maintenance of firewalls, switches, network access, DC and AD servers and proxy servers to ensure server protection of both LAN and WAN networks. Must possess the highest level of technical expertise and work under limited supervision, requiring independent judgment and discretion. Balance business demands against security concerns, communicate issues and recommend security policies. Take an active role in future network planning and implementation. The Systems/Network Administrator must be familiar with LAN and WAN topology and network file servers, switches, routers, and firewalls. Also requires knowledge of the latest Microsoft server operating systems and desk top platforms.   Serve as a technical resource for router, firewall, and proxy server and switch issues for all Maricopa County Regional School District and remote locations.

PRIMARY DUTIES

1.0   *Ensuring prudent Technological Management to support the Regional School District and Education Service Agency operations and information needs. (MCESA Standards 3 & 5)*

- Under limited supervision, provides complex analytical, technical, and administrative work in the planning, design, and installation of new and existing personal computer systems, servers, and LAN's, troubleshooting and resolving hardware and software problems.
- Works with helpdesk and trouble call software to prioritize and manage support calls.
- Responsible for creating standard PC image and maintain that standard on all desktop PC's.
- Install, configure, debug and maintain software on servers and PC's according to standards.
- Provide technical support to personnel, email accounts and servers, proxy servers, and file servers within the Maricopa County Regional School District, and work with Information Technology departments as needed.
- Represent MCRSD on IT collaboration groups, such as PC/LAN administrators.
- Assumes functional role in the rollout of technical initiatives that support MCRSD strategic business roadmap.
- Maintain access and security of Wide Area Network communications in support of a SQL/Windows 20xx server environment and supporting infrastructure.
- Maintain and configure all firewalls, routers, switches; providing access and respond to security violations related to the Maricopa County Regional School District.

- Install, configure, maintain and administer Windows 20xx, Cisco routers, PC hardware, printer and peripheral devices on MCRSD LAN.
- Configure, secure, and maintain a web server for services provided to remote schools and MCRSD staff.
- Ensure that all network equipment is maintained and in proper working order. Monitor and tune the network for optimal performance. Manage disk space and monitor other network resources.
- Ensure that remote school locations and servers are functioning properly, and updated as needed. Train staff on daily system maintenance of servers at District locations.
- Ensure data backups are performed and prepare a disaster recovery plan.
- Maintain network equipment inventories and network documentation.
- Implement hardware and software upgrades that enable personnel to take advantage of new technology and features made available to MCRSD through Maricopa County Education Service Agency and/or Maricopa County Office of Enterprise Technology.

- ***Accurately and Consistently Provides Leadership and Consultation on Technological affairs pertaining to County School Districts and the Education Service Agency. (MCESA standards 4 & 7)***
  - Assist the MCRSD Information Technology Director in the planning, evaluation, coordination and communication of existing and future Information System issues/solutions and projects related to the MCRSD LAN/WAN, PC/Servers and WAN communication operations.
  - Effectively communicate with internal department users within MCESA, MCRSD, Juvenile Detention, external customers, and vendors/support providers to prevent, troubleshoot and resolve hardware and software issues.
  - Act as backup for Senior/Lead Systems Analyst and PC\LAN Technician(s) and coordinate scheduled vacation time with the support team.
  - Provide consultation and support to small school districts and supported districts.
  - Supports policies and procedures of MCRSD in alignment with the vision, mission, and goals.
  - Collaborate with internal and external stakeholders on joint technology ventures.

REPORTING STRUCTURE

A. Supervision Received:
- IT Consultant

B. Supervision Exercised:
- None

QUALIFICATIONS*

A. Minimum education and/or experience:
- Bachelor's Degree in Computer Science or business related field and at least 2 years of recent hands-on experience performing complex networking tasks. Additional experience may substitute for the education on a year for year basis.
- Hands-on experience implementing and managing networks, monitoring and maintaining network security

B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:

C. Preferred education and/or experience:

D. Knowledge, Skills, and Abilities:
- An in-depth working knowledge of Windows Server, SQL Server, Citrix Server, Checkpoint Firewall, Cisco Routers and switches, web servers and Office Products.
- Ability to communicate effectively with all contacts.
- Ability to train users in the technology being implemented.

E. Specialized training, certifications, or other special requirements:
- Training in TCP/IP connectivity, WAN, and LAN
- Strong network troubleshooting and administration
- CCSA

F. Preferred special requirements:

G. Special working conditions:
  a. **Position will require travel to various offsite regional school districts**
  b. **Position will require a pre-clearance background check with Courts and the Office of Enterprise Technology(OET).**

*Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA)